

OFFICE OF COLLECTION AND DISSEMINATION

27 December 1946

MEMORANDUM FOR:

Executive for Personnel and Administration

Subject: Reproduction Priorities.

Reference: a. P & A Memo, dated 25 Nov. 1946, same subject,
signed by [redacted]
b. P & A Memo, dated 26 Dec. 1946, same subject,
signed by [redacted]

1. The Dissemination Branch, OCD, must insure the most efficient distribution of intelligence information material to its customers. To accomplish this, the Dissemination Branch must have at its command reproduction facilities capable of accomplishing high speed reproduction of all information intelligence material received within the shortest possible time.

2. On 20 September 1946, the President by Executive Order transferred the former Reproduction Branch of OSS to the War Department as a part of SSU. Later those parts of the Reproduction Branch which provide essential facilities not available from the Government Printing Office or elsewhere were transferred to the State Department. At the time of its transfer to the War Department, the Reproduction Branch contained complete equipment for offset map production, microfilming, lithography, mimeographing and multilithing, bookbinding, and letter press printing. That Reproduction Branch employed [redacted] persons. Approximately 80 per cent of the work of the Reproduction Branch, OSS, was for the Research and Analysis and Presentation Branches of OSS. By analogy, it is estimated that ORE will, in the near future, require the same percentage of service from a GIG Reproduction Division.

3. a. The basic information available concerning the reproduction problem from the OCD viewpoint shows:

(1) The necessity for the revision of the priority classes established by P & A as set forth in the memorandum of 25 November 1946, attached as Tab A, and need for a "Reproduction Priorities" Committee.

(2) The need for high speed reproduction of intelligence materials in quantities sufficient to meet GIG overall requirements.

(3) The type and number of reproduction machines required.

(4) The estimated number of regular reports which will require reproduction.

(5) An estimate by month of the number of pages of the various types of reproduction which will be required to 30 June 1947.

b. In general, the conclusion is apparent that CIG should first develop an efficient and effective system of reproduction of its own which can be used to supplement reproduction facilities in the IAB Departments.

4. This office concurs in the establishment of an "A" priority for the reproduction work required by ORG on a regular schedule in which deadline dates are definitely and constantly established for certain reports.

5. This office does not concur in the two remaining priorities established in paragraph 2 of P & A Memorandum dated 25 November 1946, e.g.:

a. "Class B priorities would apply to certain material on which there is a time limit of one week from the date of reproduction request is received in order that the material after reproduction and upon distribution would still have intelligence value"; and,

b. "Class C priorities would relate to material on which there is a time priority of two weeks and would apply to material which will require reproduction within that period of time in order to retain its intelligence value". It is recognized that intelligence information may take many days, weeks or months to reach CIG; nevertheless, when it does reach CIG, such material should be distributed to the customers or researchers who require this information with an absolute minimum of delay. It is, therefore, recommended that only one priority be established for the reproduction of intelligence information and that the time interval required for such reproduction be set at three working days or less.

6. Conflicts in priorities between material of the same class should be resolved by those individuals having most intimate knowledge of the reproduction problems, the flow of information into CIG, and the ORG requirements for this information and its requirements for production of finished intelligence. It is, therefore, recommended that a "Reproduction Priorities" Committee be established to consist of the following members:

- a. Chief, Distribution Division, OCD.
- b. Chief, Reproduction Division, P & A.
- c. Executive Officer, ORG.

7. The need for high speed reproduction is readily apparent if we consider for a moment the needs of the IAB Departments for intelligence information. As time goes on and these Departments become more and more dependent on CIG for intelligence information the cry will arise that CIG is a "bottleneck". The resultant bad relations could do more to destroy the CIG concept than any other single factor in the operation of the services of this organization.

8. The needs for all varieties of reproduction is evident from a review of the types of material received in the Reading Center during recent weeks. It is recommended that CIG obtain at the outset the following reproduction machines:

- a. Ditto Machines (3).
- b. Mimeograph Machines (2), one of which would be for administrative work.
- c. Multilith and/or Offset Print Machines (2).
- d. Letter Press Print Machine.
- e. Oxalid Machine (1).
- f. Hectograph Machines (2).
- g. Photostat Machines (2).
- h. Collator Machine (1).

The procurement of these machines and individuals to operate them should give CIG an efficient, working reproduction organization capable of handling CIG requirements including the 25% reproduction of IAB materials mentioned in Paragraph 9.d. below.

9. It is possible to arrive at certain conclusions as to the number of reports which it will be necessary to reproduce within CIG. For example:

a. In the ID, WDGS, just prior to V-E Day, some 600 - 800 documents were received daily. Of this number, approximately 400, or over half, required reproduction action. At the present, figures on in-flow of intelligence information reveal that over 600 reports are being received daily in the Reading Center of CIG. It is assumed that the same proportion of reports reproduced would apply to CIG at peak operations.

b. The Office of Operations has estimated that its production of reports will be as follows:

- (1) December 1946 one per day, five per week.
- (2) January 1947. two per day, ten per week.
- (3) February 1947 three per day, fifteen per week.
- (4) March 1947. four per day, twenty per week.
- (5) June 1947 ten per day, fifty per week.
- (6) October 1947. twenty per day, one hundred per week.

These OO reports are expected to contain certain enclosures or attachments as follows:

- (1) Books requiring photostatic reproduction.
- (2) Charts.
- (3) Maps.
- (4) Records.

The OO reports average two pages per report. Distribution requirements call for an average reproduction of 40 copies per report. The Office of Special Operations produces approximately 400 reports per month, with approximately 40 copies being reproduced for each report. This office also has certain books, charts, maps or records which will require reproduction but not in as great a volume as OO.

c. ORE is equipped to produce within its own shop both the Daily Summary and the Weekly Summary. ORE believes that it can produce Special Evaluations. ONE Studies will have to be produced outside of ORE by CIG Reproduction facilities. ORE will have other reproduction requirements such as printing of covers for the Daily Summary and the Weekly Summary, and printing TOP SECRET on their paper stock.

d. The IAB Departments will furnish CIG with a volume of intelligence information, much of which will be in response to specific collection requests or overall Collection Requirements, from OCD. Recent estimates submitted to CIG by IAB member departments indicate that the following numbers of documents are reproduced in those departments each month:

(1) ID, WDS	4,000
(2) State (SA-E)	156,000
(3) ONI.	24,958
(4) AC/AS-2.	5,500
	<u>190,458</u>

If we assume that during the first six months of 1947 that CIG would reproduce twenty-five per cent of this number of documents for its own use and additional distribution, then approximately 47,000 documents must be produced each month by CIG facilities. Recent experience on the Reading Center indicates that about 40 copies of each document reproduced must be ordered to meet present customer requirements. Thus, there is a reproduction requirement for 40 copies of approximately 47,000 documents each month.

e. To this figure we must add the 200 documents per month required by activities of the OO. Approximately 40 copies of each of these documents are required. Also, the OSO requirements of 400 documents per month with an average of 40 copies for each document. The total of all these figures would be representative of the figure useful to P & A (see para. 3 g. above).

f. The total number of reports which will require reproduction action by CIG follow:

- | | | |
|----------------------------------|----------------|------------|
| (1) Office of Operations | 200 reports | 40 copies. |
| (2) Office of Special Operations | 400 reports | 40 copies. |
| (3) IAN Departments | 47,000 reports | 40 copies. |

10. It is, therefore, recommended that:

a. CIG procure as its minimum initial reproduction equipment the machines listed in paragraph 8 above.

b. CIG be prepared to reproduce intelligence information reports in volume indicated in paragraph 9 f. above.

c. Reproduction of these reports be completed within three working days.

d. Only one priority be established as indicated in paragraph 5 b above.

e. A "Reproduction Priorities" Committee be established to resolve conflicts in priorities between materials of the same class.

"Signed"

G. E. OLSEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

DISTRIBUTION:

Addressee (Orig & 1)

OCD - 2 ✓

- 1

Chrono - 1

Diss - 1

Dist. Div - 1